

Minutes of a meeting of the Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton, BN17 5EW on Thursday 13 March 2025 at 6.30pm.

Present:

Councillor Lee – Vice Chair in the Chair
Councillor Butcher
Councillor Daws
Councillor Long
Councillor Tilbrook
Councillor Wiltshire

In attendance:

Juliet Harris – Assistant Town Clerk
Felix Gillett – Community Resources Officer

2024 to 2025

72. Evacuation Procedures

The evacuation procedures were noted.

73. Filming of Council Meetings, Use of Social Media and Mobile Phones.

The procedures were noted.

74. Apologies

There were apologies from Councillors Blanchard–Cooper, O'Neill and Tandy.
Councillor Butcher substituted for Councillor Tandy.

75. Declarations of interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted, and

Councillor Butcher declared a personal interest across the agenda in matters relating to Arun District Council as a District Councillor.

76. Minutes

- 76.1. Regarding minute 70.3.6.1., it had been minuted that the extension to the Trading Hut would be on hard standing. This was not accurate as the Littlehampton Allotment and Leisure Gardens Association proposal stated that it would be placed on railway sleepers.

It was therefore resolved that:

Subject to the wording hard standing being replaced with railway sleepers in Minute 70.3.6.1., the Minutes of the meeting held on 13 February 2025 be confirmed as a true record and signed by the Chair.

77. Chair's Report and Urgent Items

There were none.

78. Public Forum

There were four members of the public present, and one written representation.

- 78.1. The Chair of Littlehampton Allotment and Leisure Gardens Association posed the following questions regarding the Committee meeting on 13 February 2025:

Minute 70.3.6.1. refers to the additional container being on "hard standing". We were going to use railway sleepers not hard standing, this would make the smaller container NOT a permanent structure, please can this be rectified? Also, we were under the understanding that Allotments come under Agricultural land thus not requiring planning permission as we are not having hard standing.

Minute 70.3.4. refers to "improvements that could be considered for prioritising within the Allotment Strategy Action Plan". What about the Southern fence at Trinidad this is also an issue? As well as issues with the perimeter fencing at both Worthing Road and Fort Road, which I believe the Town Council has been aware of for some time, when will these sites have their boundaries made secure?

Minute 70.3.5. refers to the Littlehampton Community Group (LCG) Orchard Project. Is this going ahead, have the Community Growers confirmed acceptance of your proposal? There was nothing in the minutes to clarify that

the orchard is or is not going ahead! Only that “An annual fee the equivalent of two medium-sized allotment plots be charged to the Littlehampton Community Growers for the land at the Worthing Road allotment site provisionally allocated to the Community Orchard Project.”

In response:

We thank the Chair of LALGA for her questions. Taking the points in the order that they have been raised:

1. As noted, the wording in Minute 70.3.6.1. hard standing has been replaced with railway sleepers. Turning to the point about the status of allotments in planning terms, the advice we received from the Planners was that the LALGA proposal doesn't benefit from agricultural permitted development rights. On the question of whether they are classed as Agricultural land, we are unable to say and would recommend that if LALGA are taking this forward that they approach Arun Planning direct for further advice.
2. Regarding the questions raised about the need for work to the southern fence at Trinidad, the boundary fences at both Worthing Road and Fort Road, these have been recorded in the site survey that has been undertaken by the Community Resources Officer with the help of the allotment site representatives. As discussed at the Allotments Working Group, the survey is being revisited to help prioritise projects in the Allotment Strategy Action Plan using the Allotment Infrastructure Reserve fund.
3. Finally, regarding the Littlehampton Community Growers Orchard, the group has been advised of the Committee's previous in principle agreement to the project and the decision to charge. The Town Council was waiting to hear if the project would be going ahead.

79. Officers Reports

79.1. Events Review Task and Finish Group

The committee received the minutes of the Task and Finish Group meeting held on 27 February 2025, previously circulated.

It was resolved that:

The minutes of the Events Review Task and Finish Group held on 27 February 2025 be noted.



79.2. Community Resources Officer Periodic Report

79.2.1. The Community Resources Officer presented a report, previously circulated, which Members had before them a report, previously circulated, which highlighted the work that had been undertaken by the Community Resources Officer to progress the projects and initiatives that related to the Committee. The report contained an update on the launch of the 2025 Grant Aid Scheme and sought a decision on the way forward for the future administration of the Sports Funding Scheme.

79.2.2. The Committee proceeded to consider the options from the Sports Forum regarding the future allocation of the Sports Funding. The three options were to allow local sports clubs to apply for funding for specific projects; to use the budget to fund a week of active sports sessions; or to allow local sports clubs to apply for funding with a different focus each year. Discussion focused on the ambition of removing barriers to participation in local sports and the capacity within local sports clubs to support this aim.

79.2.3. On balance the Committee judged that the third option of having an annual focus for the funding that local clubs could apply for had the potential to raise the profile of individual sports with a view to widening participation in the most inclusive way. Members also discussed the possibility of working with sports clubs as part of the Town Council's annual events programme. Whilst the sports clubs would need to be able to provide support for any events, it was considered beneficial if this could be integrated into the ongoing work to develop a new events programme.

It was therefore resolved that:

1. The Sports Forum takes forward option three, that the Sports Funding be directed to having an annual sport focus with a view to widening participation.
2. Representatives of the Sports Forum be invited to participate in the Town Council's Events Review Work.
3. The minutes of the Sports Forum held on 20 January 2025 be noted.
4. The contents of the report be otherwise noted.

79.3. Quarterly Business Plan Update Report

79.3.1. Members had before them a report, previously circulated, which provided an update on progress with delivering the goals as they related to the work of the committee.



79.3.2. Members proceeded to review the action plan, and the following points were noted:

- Holly Drive allotments in the Hampton Park development (North Littlehampton) – a timeframe for delivery was awaited.
- K2 Youth and Community Centre – minor works continued with the aim of getting the Centre open by the end of March and using the venue to host the Annual Town Meeting on 24 April 2025.
- Planting, wildflower meadows and tree management - the objectives to introduce more biodiversity in the Town Council's planting schemes and a tree warden scheme would be progressed where possible through the review of the floral and tree contracts.

It was resolved that:

The report and updates be noted.

80. Finance

80.1. Committee Budget Monitor

80.1.1. The Assistant Town Clerk presented a report previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Committee's budget for 2024 to 2025. This also included a list of budgets to be considered for earmarking at the year-end should underspends be sufficient. Regarding the allotment's income, it was noted that this fluctuated throughout the year as plots changed hands and that income from the annual renewals was still coming in.

It was therefore resolved that:

1. The potential transfers to Earmarked Reserves at the end of the financial year be noted and that authority be delegated to the Responsible Financial Officer to make the final transfers when all current year expenditure is known.
2. The report be noted.

81. Exempt Business

There was none.

The meeting was closed at 7.01 pm.

Chair